**DISTRICT 9640 – DISTRICT 3780 VOCATIONAL EXCHANGE**

**TEAM MEMBER PARTICIPATION AGREEMENT**

*This Agreement is to be attached to, and becomes a part of, the Application form.*

Vocational Exchange Team Member Applicant name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PRINT

Please read the following terms and conditions. I agree that if I am selected for the team, I will comply with these obligations and responsibilities, and sign the document acknowledging this Agreement as binding.

Application Requirement:

I have obtained permission from my employer to participate in this Exchange, if successful as a Team Member.

(If approval has not been obtained please explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-Trip Obligations; I will,

1. Actively participate in team preparation, for the purpose of forming a cohesive team that is well informed and able to manage the expectations of them, as members.
2. Learn about and share Rotary information, at a local, regional and international level.
3. Ensure presentation information and documentation used by the team is professional and reflective of the ideals of Rotary.
4. Work with the District Vocational Exchange Committee in an ambassadorial role to ensure the future of exchanges across the District, facilitating communication with Rotary clubs, potential team members and among a range of professionals in community.
5. I attest that I am physically and mentally fit to thoroughly participate in an intensive program of study and travel, and I will obtain and pay for a medical exam confirming this. Details found on the Health Certification document.
6. I understand and agree to self-payment of the following expenses involved in the Exchange.

* **Vaccinations** – as determined by you, in consultation with your Travel and/or medical advisor for the Philippines
* **Gifts for host families, presentation and marketing material for Rotary Clubs, my own personal expenses, all pre-exchange arrangements, including visits to Rotary meetings and the selection weekend costs.**
* **Travel & Medical Insurance** – is covered by the Rotary Australia National Insurance Scheme.

1. The District Vocational Exchange Committee has the final authority on the team leader Team Member selection and no negotiation or appeals process is applicable
2. The round-trip airfare is paid by District 9640, traveling economy class, with the point of departure being Brisbane and the point of entry Manila.

Exchange Safety:

1. If the sponsoring or host district determines, in its sole discretion, at any point in the exchange process, that participant’s safety in the host country is, or could be, at risk, the District may require that the Vocational Exchange itinerary be modified, cancelled or indefinitely postponed. If already in the host country, the team may be asked to return home at short notice. In such instances, I agree to abide by Rotary’s decision as to what, if any, alternatives are available to the Vocational Exchange team where a trip has been modified, cancelled, or postponed due to safety concerns.
2. Should I be required to return home prematurely due to travel safety concerns, and I choose to stay, I accept all responsibility for my return trip and my safety whilst in the country.
3. I will refrain from engaging in dangerous activities for the entirety of the exchange. When in doubt, I will discuss with the Vocational Exchange Chairman from District 9640, for clarification by the District, before undertaking the activity.
4. While on exchange, I will participate in vocational and cultural activities, but understand that I cannot perform any procedures or professional activities, regardless of my registration and/or authorisation in Australia, that would place another person at risk. I understand that Professional Indemnity cover as a professional is not binding under the scope of this Vocational Exchange.
5. While participating in the Vocational Exchange, I may be involved in some activities that: expose me to disease, injury, sickness, strenuous physical activity, inclement weather, political unrest, cultural misunderstandings, physical injury or harm, crime or fraud. I understand these risks in relation to the country of the exchange, and personally assume responsibility for all risks involved with this Vocational Exchange experience.
6. If I, because of serious illness, injury, or for personal reasons, am unable to complete the Exchange and must return home, District 9640 will not be responsible to pay for transportation arrangements above the original cost of purchased tickets. Under certain situations, I may be asked to reimburse this Rotary District for airfare costs paid for by this District. Neither Rotary International, nor the District, or its clubs, assume any additional costs including the cost of any medical care or treatment, now or in the future.

Exchange Responsibilities:

A high standard of behaviour and deportment is expected from the team member’s that reflects credit on Rotary, District 9640 and the exchange country. If inappropriate behaviour warrants dismissal from the team, I understand that I will be responsible for the cost of my return, including any additional fees incurred with changes to the booking.

1. I will obey all applicable laws of the host country.
2. I agree to travel with the team during all scheduled team or host family activities, except during those periods when individual activities are specifically provided.
3. I will have sufficient funds to meet personal and incidental expenses while abroad.
4. I am solely responsible for my actions and property while participating in and traveling to and from Vocational Exchange activities.
5. I do hereby release Rotary International, this Rotary District and its clubs from liabilities, responsibility and obligation, either financial or otherwise, beyond providing the opportunity to be part of this Vocational Exchange experience.
6. I agree not to make independent arrangements with friends or family with whom I have acquaintance and who are living/visiting in the host district or area for the entire length of the exchange.
7. Family members or friends may not accompany the team during the tour under any circumstances.
8. Post Exchange travel is an option as the team does not need to arrive home from the Exchange at the same time. However, I understand that all Rotary responsibilities and liabilities cease at the completion day of the Vocational Exchange.
9. Where additional travel requires a change to the flight arrangements, and additional costs incur as a result of the change, the individual is responsible to pre-pay the district for the additional costs.
10. All arrangements to extend a tour must be communicated to the Team Leader and to the hosting Vocational Exchange Chair.
11. All arrangements to extend a tour must be finalised prior to departure. Arrangements are not to be made or changed during the exchange. This includes during touring hours and also during time spent with a host family.

Post-Trip Obligations. I will:

1. Participate in the preparation of a post-tour presentation for use at Rotary club meetings, district conference, foundation events, or other Rotary events as requested.
2. Within three months of my return home, I will complete and submit to the Team Leader, the End of Exchange Evaluation of my tour experiences. The Team Leader is responsible to submit all forms to the Vocational Exchange chair.
3. Take every opportunity after the tour to share what I have learned through informal contacts and by addressing Rotary clubs, Rotary events, and other appropriate organisations.
4. Seek approval from my employer for them to provide feedback to the Vocational Exchange Committee regarding my professional growth and development resulting from the exchange.
5. I authorise Rotary to share photos from my Evaluation, or from other sources, for promotional purposes to further the Object of Rotary, including but not limited to Rotary publications, advertisements, and websites. I do not authorise Rotary, or any other entity to use these photos for any commercial purpose.

By my signature, I attest that I have read, understand, and agree with the above Terms of Participation, and that if I am selected to be a member of the Vocational Exchange team, that I will comply with all of the above Terms of Participation.

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Signature Date

**CHECKLIST OF INFORMATION TO BE PROVIDED TO THE GCE COMMITTEE**

Member Application – signed and dated Yes/No

Two (2) page attachment of additional information Yes/No

The **$95 nomination fee** (payable by the sponsoring Rotary Club) will be paid on invoice

by the District Committee Yes/No

Team Member Participation Agreement – signed and dated Yes/No

I accept that the **initial assessment** of applicants will be on the basis of my application as

submitted. Yes/No

Health Certification Document signed by Medical Practitioner attached Yes/No

Signature of Applicant ........................................................... Date……………….

Phone…………………………………………. Mobile phone………………………………………

e-mail................................................................

Applications must be forwarded to the following address after processing by the Sponsoring Rotary Club:

**Emailed applications are preferred**, but mailed responses are acceptable [**leasuekev@bigpond.com**](mailto:ianwil@bigpond.net.au)

**Sue Lea**

**10 Pinaroo Crescent**

**ASHMORE QLD 4214**

If any issues arise with application uploads, please call Sue on **0417 817 964**